



## ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

Date Posted: May 24, 2013

**POSITION:** Educational Services Aide (Executive Assistant to the President),  
Confidential, 12-month Position (Annual Appointment Basis)

**STARTING DATE:** August 1, 2013  
(Subject to Available Funding)

### MINIMUM QUALIFICATIONS:

Associate's degree; administrative experience; strong organizational and interpersonal skills; excellent oral and written communication skills; knowledge of Microsoft Office; demonstrated ability to respond to and work with multiple constituencies.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

### RESPONSIBILITIES:

Under the direction of the President, the Executive Assistant is responsible for office management, planning and implementation of special projects; acts as liaison with staff, students, community members and organizations; acts as troubleshooter in President's absence; acts as confidential advisor/secretary to the President.

### MINIMUM SALARY:

\$52,725 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

### TO APPLY PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

(Only complete application packages will be accepted for consideration)

- Letter of Intent
- Resume
- Typed Employment Application (available at [http://www.nwcc.commnet.edu/humanresources/Human\\_Resources\\_Payroll/Professional\\_Employment\\_Application.pdf](http://www.nwcc.commnet.edu/humanresources/Human_Resources_Payroll/Professional_Employment_Application.pdf))
- Unofficial Transcripts from each Degree-Granting Institution
- Three letters of recommendation relevant to this particular position

You may email your application package to [NW-HumanResources@nwcc.commnet.edu](mailto:NW-HumanResources@nwcc.commnet.edu).

**APPLICATION DEADLINE:** June 24, 2013

NCCC is an EEO/AA employer, M/F. Protected group members are strongly encouraged to apply.

Visit our website at [www.nwcc.edu](http://www.nwcc.edu)